

FINAL SEWER USAGE BUDGET
2017-2018
BALANCE SHEET

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TOWN CLERK'S OFFICE
CROMWELL, CONN.

L. L. Caracoglia, Asst.
TOWN CLERK

Estimated Expenditures: **\$2,120,437**

2017-2018 Estimated Receipts:

User Accounts: (4950 Accounts) (7500 EDU's @ 99% = 7425.00 Collection @ \$265.00/EDU)	\$1,967,625
Prior Year Collections (all components)	\$40,000
Investment Interest	\$2,800
Permit/Inspection Fees	\$10,000
Outside Services	<u>\$20,000</u>
Total Estimated Revenue	\$2,040,425
(\$80,012) Deficit in Receivable Revenue)	
Transfer from Sewer Usage Fund Balance	\$80,012
Transfer to Sewer Usage Fund Balance	\$0
Budget Total	\$2,120,437

NOTE: Present Fund Balance as of 6/30/16 = \$1,802,902
\$67,932 returned to fund balance 15/16 FY

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2016/2017

Line Items		16/17 FY	17/18 FY	Variance
Wages				
71100	Regular Wages (*See Attached "Position Summary")	\$408,882	\$422,775	\$13,893
Part-Time Wages				
71200	A. CWPCA Minutes Clerk for meetings and public hearings; Approximately 20 meetings per year 3 hrs each x \$75/per meeting = <u>\$1,500</u>	\$1,500	\$1,500	\$0
	B. Part-Time Clerical (b-2) usage billing, file restructuring, data entry -15 wks for 20 hrs @ \$15.42 = <u>\$4,626</u>	\$4,626	\$0	-\$4,626
	C. Seasonal Personnel for outside field work 26 wks @ \$12.72 for 40 hrs = <u>\$13,229</u>	\$12,480	\$13,229	\$749
		\$18,606	\$14,729	-\$3,877
Over-Time Wages				
71300	Overtime Wages are generally the most difficult budget item to calculate as the weekend on-call duties are the only factor that can be effectively figured. For Budgetary purposes the following calculations are used to identify the potential overtime needs:			
	A. Scheduled - 104 Weekends & 13 Holidays for pumpstation inspection and On-Call service			
	104/weekend days @ 4 hrs per day = 416 hrs of OT @ \$57/hr =	\$23,296	\$23,712	\$416
	6/Holidays @ 4 hrs per day = 24 hrs of DT @ \$76/hr =	\$1,800	\$1,824	\$24
	FOG Inspections For Food Preparation Establishments- In-House	\$5,000	\$5,000	\$0
	B. Unscheduled - response to pump station alarms, meter failure, grinder pump failure, blocked sewer lines, etc. 100 man-hours@56/hr=	\$5,600	\$5,700	\$100
	C. Snow Removal - Board of Education Facilities*			
	Estimated - 250 man-hours per year @ \$57/hr	\$14,000	\$14,250	\$250
	25% benefits on \$56/hr	\$3,500	\$3,563	\$63
	* Funds are reimbursed from the Board of Education - revenue is deposited into the Usage Fund Balance in the FY it is expended in.			\$0
	D. I & I Study - Night time flow monitoring - overtime may be required to examine and/or test low flows within the system at off peak hours.	\$2,000	\$2,000	\$0
	E. Overtime - Office Staff	\$500	\$500	\$0
		\$55,696	\$56,549	\$853

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BUDGET EXPLANATION

FISCAL YEAR 2016/2017

Line Items		16/17 FY	17/18 FY	Variance
Employee Benefits + Uniforms				
72000	Provides for the CWPCA's portion of the Town Social Security Payroll Tax - based on the total payroll, Insurances & pension benefits:			
	Medical/Dental	\$180,000	\$175,000	-\$5,000
	Life/LTD	\$2,100	\$2,100	\$0
	FICA	\$36,149	\$37,795	\$1,646
	Pension	\$36,783	\$35,000	-\$1,783
	Cost breakdown of Uniforms, Shirts, Pants, Jackets, Coveralls, Safety Shoes - 5 Men in Field Force			
	Uniforms \$800/man x 5 =	\$4,000.00	\$4,000.00	\$0
	T-Shirts \$41/man x 5 =	\$205.00	\$205.00	\$0
	Safety Shoes \$200/per man x 5 & 1 Seasonal @ \$100 =	\$1,100.00	\$1,100.00	\$0
		\$260,337	\$255,200	-\$5,137
Vehicle Maintenance				
74310	Maintenance & Repair of all departmental vehicles i.e. Dump Truck, 4 Pick-up Trucks, Sewer Cleaner & Sewer Inspection Van.			
		\$8,000	\$8,000	\$0
Equipment Purchase + Repair				
74340	Purchase & repair of departmental equipment including small equipment described as follows: pumps, generators, compressor, chainsaws, cut off saws, & miscellaneous hand & air tools. Routine repairs as needed on the following equipment: John Deere tractor w/ MX6 Rotary Mower, John Deere 710C Tractor/Loader/Backhoe, lifting crane and our 85G Excavator. Purchase and upkeep of urethane grouting machine			
		\$30,000	\$25,000	-\$5,000
Meters, Pumps + Station Repair				
74350	A. Meter & Pump Maintenance/*Repair/*Replacement including the following: 5 sewage pump stations w/ generators & 12 flow meter stations-repair/replacement. Semi-Annual pump station cleaning of 5 pump chambers at a cost of \$7,500. . *In the event of a pump failure, funds must remain available - repair/replacement estimated @ \$8,500.			
		\$20,000	\$20,000	\$0

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SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2016/2017

Line Items	16/17 FY	17/18 FY	Variance
B. Grinder Pump Replacement Service- Residentially owned grinder pumps (approximately 150), Sewer Department personnel act as an emergency backup to a grinder pump service company. Funds are reimbursed by the resident and revenue is deposited into the Usage fund balance .	\$2,000	\$2,000	\$0
C. Service & Repairs flow meters flashware (recording software) hardware and ultrasonic transducer.	\$3,000	\$3,000	\$0
	\$25,000	\$25,000	\$0
Departmental Expenses			
75100			
Line Item includes:			
A. General office supplies, server/computer hardware upgrades or repair (parts & materials only), repair or replacement of copiers, printers & scanner.	\$8,500	\$8,500	\$0
B. Travel, meetings & educational seminars/training for operations, maintenance & management of our wastewater collection system, pump stations, flow meters & Hydra Sewer Modeling Program. Reimbursement to personnel for training/seminar contractual out-of-pocket expenses.	\$6,000	\$5,000	-\$1,000
C. Dues & Subscriptions- trade publications, office resource publications, fees resulting from maintaining licensing & certification of technical staff.	\$1,000	\$1,000	\$0
D. Legal Notices- legal public notice publication for Public Hearings and/or Press Releases in the newspaper concerning the setting of the Annual Usage EDU Rate, Fiscal Year Budget(s), Town projects for sewer system construction.	\$2,000	\$2,000	\$0
E. Printing- envelopes, return envelopes, departmental forms, i.e. drain layer permits, insurance & bond forms, FOG Program media & forms etc.	\$3,000	\$3,000	\$0
F. Postage-sewer usage billings, return envelope insertion, certified letters, routine & general correspondence.	\$6,000	\$5,000	-\$1,000
G. Computer Software Purchases/Training, GIS, POSM & Asset Management.	\$3,200	\$3,200	\$0
H. Tax Sales Process- for our share of filing, mailing, title search etc of an uncollected account	0	\$1,000	\$1,000
	\$29,700	\$28,700	-\$1,000
Liability & Property Insurance			
75210			
Departmental Liability & Property Insurance	\$44,000	\$38,000	-\$6,000

FISCAL YEAR 2016/2017

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DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2016/2017

Line Items		16/17 FY	17/18 FY	Variance
Utilities & Oil				
76241	A. Telephone Services - sewer garage, pump stations, six (6) leased lines connecting pump stations to the Police Department, twelve (12) leased lines for data transmission from ultrasonic meters to the sewer garage.	\$6,300	\$6,500	\$200
	B. Electricity For the Sewer Division	\$20,000	\$21,000	\$1,000
	C. Natural Gas for Sewer Division Garage, Garage Generator & Pumpstation Generators, Nooks Hill, Northbrook. Propane for Bucks Crossing Pumpstation Generator.	\$6,000	\$6,000	\$0
	D. Water - for Sewer Division	\$450	\$500	\$50
		\$32,750	\$34,000	\$1,250
Gasoline & Fuel				
76260	Gas & diesel fuel for departmental equipment & vehicles:			
	Based on historical use of 1000 gals of Gas; 1000/gals @ \$2.30/gal =	\$2,100	\$2,300	\$200
	Based on historical use of 3200 gals of Diesel; 3200/gals @ \$2.30/gal =	\$6,720	\$7,360	\$640
		\$8,820	\$9,660	\$840
Sewage Treatment				
78410	Cromwell's portion of the Mattabassett District Facility Operations Assessment (representing a \$39,106 increase over current fees - figures (4.26 %) provided by Mattabassett) .	\$917,890	\$956,996	\$39,106
	Metered usage - Metropolitan District Facility (MDC) yearly treatment fees of approximately \$460 per month for the North Main Meter Basin.	\$5,500	\$6,000	\$500
		\$923,390	\$962,996	\$39,606
Prior Year Refunds				
78998	Allocated monies for incorrectly billed usage charges for prior years	\$2,500	\$2,500	\$0
Damage Claims				
78999	Monies for potential damage claims.	\$100	\$100	\$0
Non-Recurring Fund				
79260	Capital Purchase & Improvement Funding - Utilizing the 2017/2018 user fee receivables. Pickup truck w/plow and Pump Station SCADA Monitoring System	\$48,000	\$121,000	\$73,000
Budget Total		\$2,020,841	\$2,120,437	\$99,596

2016/2017 USAGE FUND SUMMARY

DEPARTMENT-SEWER ACCOUNT 15803000	ADJUSTED BUDGET DEC. 31, 2016	ACTUAL EXPENDITURE 2014-2015	ACTUAL EXPENDITURE 2015-2016	ACTUAL EXPENDITURE DEC. 31, 2016	ESTIMATED EXPENDITURE 2016-2017	DEPARTMENT REQUEST 2017-2018
SEWER USAGE FUND						
WAGES	398,239	391,031	385,211	182,504	382,991	422,775
PART-TIME WAGES	18,606	17,199	15,316	8,491	20,119	14,729
OVERTIME WAGES	55,696	59,823	42,084	18,759	51,570	56,549
EMPLOYEE BENEFITS+UNIFORMS	260,337	213,894	197,311	67,482	250,000	255,200
VEHICLE MAINTENANCE	8,000	4,742	4,375	1,848	7,000	8,000
EQUIPMENT PURCHASE+REPAIR	30,000	19,294	15,961	2,664	22,000	25,000
METERS, PUMPS,+STATION REPAIR	25,000	20,135	13,562	919	25,000	25,000
DEPARTMENTAL EXPENSES	29,700	17,656	19,120	4,269	27,000	28,700
LIABILITY+PROPERTY INSURANCE	44,000	36,379	35,588	25,900	37,000	38,000
OUTSIDE SERVICES+RENT	88,060	65,148	76,650	18,734	80,000	90,228
MATERIALS+SHOP SUPPLIES	37,000	21,943	37,547	7,675	42,000	26,000
UTILITIES + OIL	32,750	31,305	29,903	12,510	31,400	34,000
GASOLINE & FUEL	8,820	14,122	6,960	3,103	12,000	9,660
SEWER CAPITAL ITEMS	-	-	-	-	-	-
PAYMENT FOR SEWAGE TREATMENT	923,390	671,266	802,265	919,706	917,000	962,996
PRIOR YEAR REFUNDS	2,500	-	-	-	-	2,500
DAMAGE CLAIMS	100	-	-	-	-	100
TRANSFER-SEWER CNR FUND	793,000	-	55,000	760,900	745,000	121,000
TOTAL	2,755,198	1,583,937	1,736,853	2,035,465	2,650,080	2,120,437
REVENUE:	ESTIMATED 2017-2018					
USAGE \$265.00 Per EDU	\$1,967,625					
PRIOR YEAR COLLECTION	40,000					
INVESTMENT INCOME	2,800					
PERMIT FEES	10,000					
OUTSIDE SERVICES	20,000					
TOTAL REVENUE	2,040,425					
USE OF FUND BALANCE	(80,012)					
TRANSFER TO USAGE FUND	-					
TOTAL	2,120,437					
(7500 EDU's @ 99% = 7425 Collection @ \$265.00/EDU)						

FISCAL YEAR 2017/2018

POSITION SUMMARY

15803000 SEWER USAGE

PRESENT SUMMARY					PROPOSED SUMMARY				
EMPLOYEE	CLASSIFICATION	PAY PLAN	LEVEL	STEP	AMOUNT	PAY PLAN	LEVEL	STEP	AMOUNT
Richard Peck	Sewer Administrator	H	9	5	79,387	H	9	5	80,664
Curtis Rooth	Sewer Foreman	H	8A	5	74,517	H	8A	5	75,695
Scott Drinkwater	Sewer Maintainer	H	4	2-3	47,931	H	4	3-4	51,147
Wayne Pierson	Sewer Inspector/Maint.	H	5	5	58,066	H	5	5	59,280
Gary Brennan	Sewer Inspector/Maint.	H	5	3-4	55,112	H	5	4-5	58,781
Sarah Voog (50%)	Assist. Collector Tax/Sewer	N	5	8	49,109	N	5	6	24,961
Michelle Milardo	Administrative Clerk	N	4	8	44,760	N	4	8	45,592
Michelle LuKas (50%)	Assist. Collector Tax/Sewer	N	6	8		N	6	5-6	25,011
Assistant Foreman						H	6	4-5	1,644
					<u>\$408,882</u>				
Part-Time (Commission Clerk)					\$1,500				
Part-Time (Clerical B-2) \$15.77 p/h					\$0				
Part-Time Seasonal \$12.72 p/h									
Overtime									

CNR/Non-Recurring Capital

*The 2017/2018 Capital Plan will utilize funding from the Usage Fund Balance.
Usage Line Item: 15803000-79260*

Fiscal Year 2017/2018 Capital Plan Request - Detail

Prepared by: Richard Peck

1. SCADA Alarm Monitoring System for 5 Sewage Pump Stations

Approximate Cost: \$66,000 Funding Source: Usage Non-Recurring 15803000-79260

Description: To replace existing Assoc. Security system to a SCADA Monitoring & Alarm System

Need:

To monitor, control and record the functions of the pump stations. This will save time and labor by eliminating routine inspection of the stations. Currently one or two personal inspect stations and record run times, amps reading etc. several times a week. Alarms will be specifically identified and required response will be definitive and it will eliminate call outs to false alarms that periodically happen. Phone line costs and repairs will be eliminated.

2. Pickup Truck w/Plow

Approximate Cost: \$55,000 Funding Source: Usage Non-Recurring 15803000-79260

Description: Replace 2004 Ford F250 Pickup Truck w/plow

Need:

To replace the existing 2004 Ford 4x4 Pickup truck with over 100,000 miles. This truck has excessive wear and extensive rotting along the framework, rocker panels, body mounts etc. The truck's plow has excessive rot and will need work. The Town mechanic recommends to replace the truck before its too costly to repair, and becomes road unworthy and has no auction value.

CNR/Non-Recurring Capital

Five Year Capital - Projection

Equipment Purchase/Capital Improvement Plan

Sewer Fund (15803000-79260-Usage)

Sewer Fund (26008000- CNR)

Fiscal Year 2017/2018

Prepared by: R. Peck

1st YEAR: (2017/2018)

1. Replace 2004 Ford F-250 Pickup Truck w/ Plow	\$55,000
2. SCADA Monitoring Systems for (5) Pump Stations	\$66,000
Total:	\$121,000

2nd YEAR: (2018/2019)

1. Replace the 12 Flow Meters	\$70,000
2. New Sewer Facility-Potential Bonding	\$700,000
Total:	\$770,000

3rd YEAR: (2019/2020)

1. Refurbish/Replace 1997 SRECO Sewer Cleaner Pump	\$70,000
2. Sewer Pipeline & Pump Station Rehabilitation	\$300,000
Total	\$370,000

4th YEAR: (2020/2021)

1. Replace Crane for removing pumps at Pump Station	\$35,000
Total:	\$35,000

5th YEAR: (2021/2022)

1. Infiltration/Inflow Rehabilitation Continuation	\$300,000
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5-Year Total	\$1,596,000
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